

Voter and Election Data Request Form



Snohomish County Elections www.snoco.org
3000 Rockefeller Ave M/S 505, Everett WA 98201
Phone: (425)388-3444 Fax: (425)259-2777
Email: elections@snoco.org

1. Print your contact information

Name: _____ Candidate/Campaign: _____

Mailing Address: _____

Day Phone: _____ Fax: _____ Email: _____

2. Tell us about the data you are requesting

2a What are you interested in purchasing? See reverse side for report descriptions and costs.

- | | | |
|---|-------------------------------------|---|
| <input type="checkbox"/> Voter list | <input type="checkbox"/> Countywide | <input type="checkbox"/> District /Precinct _____ |
| <input type="checkbox"/> Walking list (PDF only) | | |
| -----OR----- | | |
| <input type="checkbox"/> Mailed Ballot List | <input type="checkbox"/> Countywide | <input type="checkbox"/> District /Precinct _____ |
| <input type="checkbox"/> Returned Ballot List | | |
| <input type="checkbox"/> Challenged Ballot List | | |
| -----OR----- | | |
| <input type="checkbox"/> GIS Map (\$20) | <input type="checkbox"/> Countywide | <input type="checkbox"/> District /Precinct _____ |
| <input type="checkbox"/> GIS Map - CG2/L39/CC1&5 (\$40) | | |

2b How often do you want this list created?

- ☐ Just once ☐ Daily - start date _____ end date _____ ☐ Other _____

2c On what media do you want the data saved? Additional cost in parenthesis.

- ☐ Email file to me** ☐ CD (+\$1.00) ☐ Paper (+\$0.25 / page) **Countywide cannot be emailed

2d Voting history?

- ☐ NO ☐ YES (Last 20 Elections)

2e What other data criteria do you want?

- ☐ Include inactive voters ☐ Include date of birth ☐ Include mailing address ☐ Include only voters registered between _____ and _____

2f Any Special Instructions _____

3. Acknowledge and finalize your request

Orders placed before 3:00 pm will be available for pick up the following business day. Orders placed after 3:00pm will be available for pick up on the second business day. Electronic orders are not processed until payment is received. Electronic orders placed but not paid for within 5 days will be cancelled. **It is the responsibility of the purchaser to know how to use the data in the format provided.** Descriptions of report formats and data fields are provided. Any corrections or other concerns with data must be brought to our attention within 48 hours of purchase, otherwise all sales are final. Data is only current as of the time the report is run and is subject to change based on normal voter registration and election activities. **ALL data orders are processed between 3:00pm and 5:00pm daily.**

! I have read and understand the legal statutes on the back of this request form that describe the limits on how this data may be used. I will not use this data for commercial purposes. I understand that any violation of RCW29A.08.720 relating to the misuse of lists of registered voters is a felony and shall be punished by imprisonment for a period of not more than five years and/or a fine of not more than five thousand dollars.

Signature: _____ Date: _____ Time: _____

OFFICE USE ONLY

Draw Down Acct # _____	Base cost: <u>\$11.50</u>	Map cost: _____
Total # of Records: _____	CD cost: <u>\$1.00</u>	
File Name: _____	Mail cost: <u>\$2.00</u>	Total Cost: _____

Basic Instruction: Your file is created as a TTX file. **Change the file extension to TXT, CSV, or XLS as needed.** Open a program such as Excel, Access, Text Pad, etc. Open the file from the CD or Email that you received. An import wizard will walk you through the steps required to import the file. Column headings will automatically populate. The names of the precincts are included with the voter file, either on the report or as an attachment.

NOTE: It is the responsibility of the purchaser to know how to open and use the data in this voter file.

Report Descriptions

Voter list: Includes data such as voter id number, voter name, home and mailing address, precinct, registration date and elections voted. Voter lists can be requested countywide or for a specific district.

Walking list: Is a specific report that comes in Adobe PDF format only. It can be requested for a specific district and is ordered by precinct number and street address. This report is primarily used by candidate and campaigns to “walk the district”.

Mailed/Returned Ballot List: Is a list of voters that have been mailed ballots and information about whether or not their ballot has been returned. Fields include voter id number, issue date, return date, and precinct name and number.

Challenged Ballot List: Is a list of ballots currently challenged during the signature verification stage of returned processing. Please note that just because a person’s name appears on this list it cannot be assumed that their ballot will not be counted.

How cost is determined and collected

\$11.50 base cost + media cost (if applicable) + mailing cost (if applicable)

Upon receipt of a request, Elections staff will contact you to discuss report requirements and arrange for payment. Reports can be paid for by cash, check, credit card, or an established drawdown account.

Legal limits on the availability and use of voter registration data

RCW 29A.08.720 Registration, voting records — As public records — Information furnished — Restrictions, confidentiality.

(1) In the case of voter registration records received through the department of licensing, the identity of the office at which any particular individual registered to vote is not available for public inspection and shall not be disclosed to the public. In the case of voter registration records received through an agency designated under RCW 29A.08.310, the identity of the agency at which any particular individual registered to vote is not available for public inspection and shall not be disclosed to the public. Any record of a particular individual's choice not to register to vote at an office of the department of licensing or a state agency designated under RCW 29A.08.310 is not available for public inspection and any information regarding such a choice by a particular individual shall not be disclosed to the public.

(2) Subject to the restrictions of RCW 29A.08.710, poll books, precinct lists, and current lists of registered voters are public records and must be made available for public inspection and copying under such reasonable rules and regulations as the county auditor or secretary of state may prescribe. The county auditor or secretary of state shall promptly furnish current lists of registered voters in his or her possession, at actual reproduction cost, to any person requesting such information. The lists shall not be used for the purpose of mailing or delivering any advertisement or offer for any property, establishment, organization, product, or service or for the purpose of mailing or delivering any solicitation for money, services, or anything of value. However, the lists and labels may be used for any political purpose. The county auditor or secretary of state must provide a copy of RCW 29A.08.740 to the person requesting the material that is released under this section.

RCW 29A.08.740 Violations of restricted use of registered voter data — Penalties — Liabilities.

(1) Any person who uses registered voter data furnished under RCW 29A.08.720 for the purpose of mailing or delivering any advertisement or offer for any property, establishment, organization, product, or service or for the purpose of mailing or delivering any solicitation for money, services, or anything of value is guilty of a class C felony punishable by imprisonment in a state correctional facility for a period of not more than five years or a fine of not more than ten thousand dollars or both such fine and imprisonment, and is liable to each person provided such advertisement or solicitation, without the person's consent, for the nuisance value of such person having to dispose of it, which value is herein established at five dollars for each item mailed or delivered to the person's residence. However, a person who mails or delivers any advertisement, offer, or solicitation for a political purpose is not liable under this section unless the person is liable under subsection (2) of this section. For purposes of this subsection, two or more attached papers or sheets or two or more papers that are enclosed in the same envelope or container or are folded together are one item. Merely having a mailbox or other receptacle for mail on or near the person's residence is not an indication that the person consented to receive the advertisement or solicitation. A class action may be brought to recover damages under this section, and the court may award a reasonable attorney's fee to any party recovering damages under this section. (2) Each person furnished data under RCW 29A.08.720 shall take reasonable precautions designed to assure that the data is not used for the purpose of mailing or delivering any advertisement or offer for any property, establishment, organization, product, or service or for the purpose of mailing or delivering any solicitation for money, services, or anything of value. However, the data may be used for any political purpose. Where failure to exercise due care in carrying out this responsibility results in the data being used for such purposes, then such person is jointly and severally liable for damages under subsection (1) of this section along with any other person liable under subsection (1) of this section for the misuse of such data.

Revised 10/15/2013